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Execs 11/17/59 -
3-3-2
Correspondence Cabinet

Chief, Supply Division

8 December 1959

Chief, Records Management Staff

Availability of Safe File Equipment

1. As a result of inquiries made to Headquarters Records Officers, I find that there is a good opportunity to make available 102 Herring Hall Marvin four-drawer safes. The offices which are willing to release these safes will accept Remington Rand safes of the same size.

2. This survey also indicated the availability of 11 two-drawer safes which offices are willing to turn in provided that they will be furnished a four-drawer safe. These too are Herring Hall Marvin.

3. The only objection that has been made to this substitution of safe file equipment is the large amount of paperwork required for accountability purposes. I am sure that if this can be eliminated the availability of both four-drawer and two-drawer safes can be accomplished rather quickly.

4. There is attached a Tabulation of those offices who have indicated their willingness to turn in Herring Hall Marvin safes on the basis indicated above.

5. Please let me know if I can be of further assistance.

Copy To:

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12/18/59

Mgt/S/RMS/[Redacted] fms (8 Dec 1959)

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Tabulation Showing Offices Willing to Accept Remington Rand
Safes and Turn In Herring Hall Marvin Safes
Provided that Paper Work can be eliminated

| <u>Office</u> | <u>Four-Drawer Safes</u> | <u>Two-Drawer Safes</u> |
|---------------|--------------------------|-------------------------------------|
| OCI | 5 - 4 dr. legal size | 1 - 2 dr legal size |
| OSI | 11 - 4 dr. legal size | - - |
| OCR | 29 - 4 dr. legal size | - - |
| ORR | 35 - 4 dr. legal size | 1 - 2 dr. letter 1 - 2 dr. legal |
| COMMO | 2 - 4 dr. legal size | - - |
| Medical | 2 - 4 dr. legal size | 1 - 2 dr. letter |
| Security | 3 - 4 dr. legal size | 2 - 2 dr. legal |
| Personnel | 5 - 4 dr. legal size | 1 - 2 dr. legal |
| OTR | 7 - 4 dr. letter size | 4 - 2 dr. legal |
| OO | 2 - 4 dr. legal size | |